



Job Description

CrossOver Healthcare Ministry operates two free clinics that offer primary medical, dental and vision care to low income residents who are low income and do not have medical insurance. Our full time clinics are located on Cowardin Avenue in South Richmond and Quioccasin Road in Western Henrico County

Cross Over Health Care Ministry's Mission: We are called to provide health care, promote wellness, and connect community talents and resources with people in need in the name of Jesus Christ.

Cross Over Health Care Ministry's Vision: A healthy, vibrant community where every person is restored by the compassionate, healing love of God.

Overall Responsibility:

This position coordinates Medicaid billing function at CrossOver Healthcare Ministry. They will work with staff, the EHR vendor, insurance companies and third party billing office to make sure that claims are timely, complete and accurate.

Job Classification: Part Time – 20 hours per week, Hourly

Reports To: EHR Coordinator

Key Responsibilities:

- Maintain Medicaid registration for CrossOver and employed clinicians;
- Work with Clinical Staff and credentialing partner on credentialing requirements;
- Act as a liaison between the third-party Billing Office and the CrossOver clinicians, nurses, etc. to ensure that the billing office has all the information they need to bill accurately
- Communicate in a timely manner with clinicians and nursing team when information needed for claims is incomplete or inaccurate;
- Troubleshoot issues in EHR that relate to billing; mid-office
- Set up and Maintain billing features in the EHR

- Train new staff on how to use billing features in EHR
- Communicate staff billing needs to EHR Coordinator when changes in eCW are requested/needed

Key Qualifications

- Bachelors Degree
- Exceptional Computer Skills
- Ability to work as part of a diverse team
- Exceptional attention to detail